

Director's Meeting Program & Handouts

Human Resources – State of Washington Department of Personnel
May 14, 2009

Section A: Previous Minutes Approval

Director's Meeting Minutes – March 12, 2009

Section B: Exempt Compensation

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Washington State Lottery

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| | f) B0680 Assistant Director, Management Services | |
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Section C: Classification and Pay

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| | c) 511I Biomedical Electronics Technician Supervisor | |
| | d) 230J Bookstore Manager | |
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| | f) 391X Construction Inspector | |
| | g) 103D Customer Service Manager | |
| | h) 480K Data Processing Supervisor | |
| | i) 510L Dental Laboratory Technician | |
| | j) 288E Dentist | |
| | k) 285R Nurse Coordinator | |
| | l) 351J Social Service Training Specialist | |

- m) 702E Sport Equipment Attendant
- n) 530P Transportation Technical Engineer
- o) 164K Unemployment Insurance Tax Administrator
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Abolishments

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|------------|---|----|
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| | i) 653J Oiler, Marine | |
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See Addendum(s)

Section C: Classification and Pay

Handout

| Item 28 | | Consultant: C.J. Iwata | |
|-------------------------------|---------------------------------------|-------------------------|--|
| Proposed Code/Title: | 318F Optician Apprentice - Dispensing | Proposed Salary: | System Range 37 (\$29,784 - \$38,556) UW Special Pay Range 43 (\$34,260 - \$44,712) |
| Number of Position(s): | 1 | | |
| Action: | Establishment | \$ Impact: | 0/biennium |
| Exemption: | N/A | EE0C Code: | C/5 (DOP Tracking Only) |
| Requester: | University of Washington | Management Code: | N/A |
| Meeting Date: | May 14, 2009 | Exhibit Version: | 7 |

Definition:

Under the direction of a licensed dispensing optician, provides optical services to include, but not limited to assisting customers in the selection of eyewear frames, measuring, fitting, adjusting, and ordering of eyeglasses, contact lenses, and other optical devices as prescribed by an ophthalmologist or optometrist.

Distinguishing Characteristics:

Assists the licensed dispensing optician with the retail operations at the Eye Institute by providing customer service; cashiering; inventory; ordering eyeglass frames and contact lenses from vendors; and ensuring the accuracy and quality of optical devices dispensed and sold at the Eye Institute. Under the direction of a licensed dispensing optician, dispenses prescription eyewear to customers. Refers difficult or unusual issues to a licensed optician.

Explanation:

The University of Washington is requesting the establishment of two new optician classes. These proposed classes are for non-represented positions that are not funded from state funds or tuition. No classification in the current state classification plan fits the proposed work of these two requested classes. The UW plans to open a retail eyewear and contact lense store in the Eye Institute located at Harborview Medical Center in July 2009. The UW provided certification of funds for this proposal. The effective date of this action is May 16, 2009.

Section C: Classification and Pay Handout

| Item 29 | | Consultant: C.J. Iwata | |
|-------------------------------|--------------------------------------|-------------------------|--|
| Proposed Code/Title: | 318G Optician, Licensed - Dispensing | Proposed Salary: | System Range 46 (\$36,756 - \$48,168) UW Special Pay Range 52 (\$42,588 - \$55,836) |
| Number of Position(s): | 1 | | |
| Action: | Establishment | \$ Impact: | 0/biennium |
| Requester: | University of Washington | Management Code: | N/A |
| Meeting Date: | May 14, 2009 | EEOC Code: | C/5 (DOP Tracking Only) |
| | | Exhibit Version: | 5 |

Definition:

Independently provides direct optical services including, but not limited to fitting, measuring, dispensing, and adjusting eyeglasses, contact lenses, and other optical devices as prescribed by an ophthalmologist or optometrist.

Distinguishing Characteristics:

Prioritizes, distributes, instructs, and checks the work of up to two apprentices and provides feedback on employee performance to the Health Services Manager. Acts as the manager of the Eye Institute's retail services and is responsible for the oversight of customer service; cashiering; inventory; ordering eyeglass frames and contact lenses; and ensuring the accuracy and quality of optical devices dispensed and sold at the Eye Institute.

Explanation:

See Optician Apprentice – Dispensing.